



GREAT BASIN INCIDENT BUSINESS OPERATING GUIDELINES

The following outlines standard Incident Business Operating Guidelines for the Great Basin Geographic Area. These guidelines emphasize the critical financial and administrative procedures to be followed on incidents and are intended to complement the Interagency Incident Business Management Handbook (IIBMH) which provides national direction and highlight the geographic area supplements to the handbook. These guidelines are provided to support Incident Management Team (IMT) operations and to provide consistency in incident business management operations.

Any changes to these guidelines will be negotiated with the Agency Administrator (AA) and the Incident Business Advisor (IBA) in advance.

Units should supplement these Operating Guidelines as necessary to address issues specific to their locations while conforming to the IIBMH.

Incident Business Advisor

- ✓ Is supervised by the Agency Administrator (AA).
- ✓ Serves as a liaison and advisor to the Agency Administrator, Incident Management Team, and other incident support functions.
- ✓ Provides advice and recommends alternatives with an emphasis on reviewing large cost centers
- ✓ Provides recommendations on incident business issues
- ✓ Completes an IBA Narrative. Narrative is submitted to the Agency Administrator at the end of the incident, with a copy to the host agency Incident Business Specialist.

Specific responsibilities are further defined in the Delegation of Authority (Appendix F).

In the absence of an IBA, the AA is responsible for coordinating incident business responsibilities on their unit. One or more fully qualified IBA's will normally be brought in to assist the Administrative Representative (AR) on Type I or II incidents.

Contact information for the Incident Business Advisor and Agency administrative staff is listed in Appendix A.

Personnel

RM/GB 2008-1 Supplement to Chapter 10 of the IIBMH (FSH 5109.34 R4 2008-1 Supplement).

- All Federal AD exception positions must be approved at the Regional/State
- Agency Administrator must designate AD hiring official and may re-delegate to IMT. (See Appendix C)

Compensation for Injury and Agency-Provided Medical Care

If DOI employee is injured submit all paperwork to the employee's home unit as soon as possible.

If Forest Service employee is injured see Appendix D for processing ASC-OWCP information to ASC-OWCP.

If State employee is injured refer to RMGB Supplement 2010-3 to Chapter 50.

Acquisition

RMGB Supplement 2010-4 to Chapter 20 of the IIBMHB (FSH 5109.34 R4 2010-4 Supplement).

- Note to out of area IMT. The GB area contracts for tactical and support water tenders. Resource orders should identify type required.
- Requires fuel tender vendors to accept credit cards. Refer to Appendix D for information on how to manage these resources at an incident.

The RMGB areas have solicited and produced best value dispatch tables for the following resources by zone dispatch center.

Engines	Tactical Water Tenders
Support Water Tenders	Buses
Refrigerated Trucks/Trailers	Clerical Support Trailers
Portable Toilets	Potable Water
Tents	Gray Water
Hand washing Stations, Portable & Trailer mounted	Faller Modules
Mechanic w/Service Truck	GIS Units
Weed Wash Unit	Heavy Equipment / Transport
Communications Trailer	Helicopter Operations Trailer
Fuel Tender	

Property staying on the local unit should be communicated to the local incident procurement staff.

The Incident Management Team will not sign up any non-dispatched equipment that shows up at the incident (for example "fire chasers") unless prior approval is obtained from the AR or IBA.

Land Use and Facility Agreements

If no agreement exists, the Incident Management Team will coordinate with the local agency's representative to determine appropriate use and rates.

Buying Team Procedures

RM/GB Supplement 2010-1 to Chapter 40 of the IIBMHB provides information on the Rocky Mountain/Great Basin Buying Teams.

Property Management

RM/GB 2010-2 Supplement dated March 1, 2010 to Chapter 30 of the IIBMHB (FSH 5109.34 R4 2010-2 Supplement) specifies:

- Rental vehicles shall be tracked as if they are accountable property.

All non-standard cache items must be approved by the AA. If the AA delegates this authority it should be documented in a unit supplement to this document.

No contractor equipment will be replaced through the incident supply cache. Contractors must go through the contract claim process for replacement of lost or damaged items.

Cooperative Relations

RM/GB Supplement 2010—3 of the IIBMHB (FSH 5109.34 R4 2010-2) provides detailed information on incident business procedures when resources from the States of Colorado, Idaho, Nevada, South Dakota, Utah and Wyoming are utilized on Federal fire or when IMT is on a State fire.

Claims

Contract Claims: The Procurement Unit Leader with delegated authority is responsible for settling contract claims at the incident. If there is not a Procurement Unit Leader available the Buying Team Leader may settle claims within their delegated authority. At the end of the incident, all actual and potential claims will be fully documented, submitted to and reviewed with the responsible incident agency procurement official (identified in Appendix A).

Tort and Employee Claims: Upon arrival to the incident, the Comp/Claims Unit Leader will make contact with the incident agency claims liaison (identified in Appendix A) to determine the expectations and discuss the requirements of the claims process. Before leaving the incident, the Comp/Claims Unit Leader will audit the documentation and prepare a log of all claims, defining what's included and what is left to collect on each claim. The case files should be enclosed in an Incident Claims Case File Envelope (OF-314). The log and envelopes will be given **personally** to the incident agency claims liaison at the end of the incident.

Cost Accounting and Cost Share Agreements

Cost efficiency continues to be a primary objective for incident management teams. Efforts should focus on high cost resources, under-utilized equipment, extravagant purchases, sensitive items, and property accountability issues.

Specific cost saving measures will be documented and provided to the AA.

Cost share agreements will follow guidance in the applicable cooperative agreement.

Cost Saving Measures Documented

IMT responsibility is to track and report costs as required by the incident agencies or as outlined in the cost share agreement. Finance Section should coordinate with operations and aviation to assure costs are tracked in ISuite in accordance with the cost share method utilized.

I-Suite Repository Requirements

IMTs are required to upload the I-Suite database (@NITC) at the end of their assignment. A CD copy of the data base should be made for the host unit and included in the Final Incident Package. The IMT shall not retain any of the ISuite information.

Closeout

The final Finance Package will meet the uniform filing scheme for incident records packages, which can be found at: <http://www.nifc.gov/records/index.html>

At the end of the incident, the final incident package will be forwarded either by mail, or turned in at the closeout to the host unit/agency. The IBA will participate in the exit interview of each assigned IMT and Buying Team. The IBA will provide a verbal assessment of (1) commendable performance, (2) things that went well, and (3) things needing improvement. The host agency will provide a financial performance rating 60-120 days following the incident to the Incident Commander.

APPENDIX A

Incident Business and Agency Contacts

Authority/responsibility for Incident Business Administration practices is delegated to the following agency personnel: (If none are assigned to the Incident, leave block blank.)

Title	Name	Office Phone	Home Phone	Cellular Phone
Incident Business Advisor (IBA)				
Agency Administrative Representative				
Regional/State Incident Business Specialist				

AGENCY CONTACTS

DUTY	NAME	WORK PHONE	CELL PHONE
FMO			
BLM – Color Country (Richfield)	Tooter Burdick	435-865-3018	435-590-4828
BLM – West Desert (Fillmore)	Jeff Kline	801-977-4316	801-541-4020
FS - Fishlake, Acting	Brandon Hoffman	435-896-1614	435-650-4797
Forestry, Fire & State Lands	Fred Johnson	435-896-5697	435-851-1546
Assistant FMO			
FS – Fishlake	Tyler Monroe	435-896-2328	435-979-4409
BLM – Richfield	Todd Murray	435-896-1543	435-979-8354
BLM – Fillmore	Gary Bishop		
BLM DISTRICT MANAGERS			
Color Country	Todd Christensen	435-865-3022	435-590-3022
West Desert	Glen Carpenter	801-977-4310	
FOREST SUPERVISOR			
	Allen Rowley	435-896-1001	435-979-1683
STATE AREA MANAGER			
	Marv Turner	435-896-5697	435-979-5697
FIELD OFFICE MGRS			
Richfield	Wayne Wetzle	435-896-1561	435-979-3209
Fillmore	Mike Gates	435-743-3163	801-231-9898
ASSISTANT FIELD MGRS			
Richfield	Wayne Wetzle	435-896-1562	435-979-6248
Fillmore	Randy Beckstrand	435-743-3163	435-418-0250
DISTRICT RANGERS			
D1-Fillmore	Del Barnhurst	435-896-1011	435-558-0395
D2-Fremont River	Kurtis Robins	435-839-1020	435-979-1121
D3-Beaver	Amy Barker	435-896-1031	435-418-0245
D4-Richfield	Jason Kling	435-896-1080	435-979-5950

DUTY	NAME	WORK PHONE	CELL PHONE
RICHFIELD INTERAGENCY FIRE CENTER	RIFC	435-896-8404	435-979-8404
Fire Center Manager	Lani Williams	435-896-1669	435-979-0115
Cache Manager	Von Newby	435-896-1667	435-979-3912
CONTRACTING/ PURCHASING AGENTS			
	Refer to the Contracting Officer's Rotation List in the Service & Supply Plan		
CASUAL HIRING & CASUAL PAYMENTS			
BLM	Vacant	435-896-1565	435-979-0281
FS	Trina Randles	435-896-1005	
OWCP			
BLM – Richfield	Sandra Jewkes	435-896-1527	
BLM - Fillmore			
FS	ACS/HCM/WC	877-372-7248, OPTION 2	
Tort & Employee Claims			
FS	Rich Persons	435-896-1004	
BLM	Pete Wilkins	435-865-3023	
EERA PAYMENTS			
BLM – Richfield	Leslie Gunn	435-89-1565	435-979-0281
FS	ASC-IF	Send directly from incident to ASC. If any questions, contact Tandy Bolling or Trina Randles	
Local FS Contact	Trina Randles	435-896-1005	
INFORMATION SYSTEMS			
FS	Della Rasmussen	435-896-1009	
FS	Chris Johnson	435-896-1081	
BLM	Wendie Nay	435-896-1526	
BLM	Carene Maughn	435-896-1592	435-979-2296
Communications			
FS	Steve Robertson	435-896-1088	435-979-7176
BLM	Vance Cornelius	435-896-1578	435-201-0256
FIRE BUSINESS SPECIALIST			
Local	Vacant	435-896-1565	435-979-0281
BLM – State	Tori Blunt	435-781-4419	801-879-2036
FS-R4	LeeAnn Evans	801-625-5565	801-388-2236
FFSL	Jane Martinez	801-538-5427	801-541-6764

DUTY	NAME	WORK PHONE	CELL PHONE
LAW ENFORCEMENT			
FS	Maggie Williams	435-896-1085	435-979-6149
BLM/FILLMORE	Neil Scoresby	435-743-3123	435-979-0321
BLM/RICHFIELD	Tom Hill	435-896-1553	435-979-2883

▪ ***For State & County Contacts & Numbers Contact the Following:***

BLM/FS/FFSL	RIFC	435-896-8404	435-979-8404
FFSL	FRED JOHNSON	435-896-5697 or 435-835-2117	435-851-1546

If after hours contact is needed, contact dispatch for numbers.

APPENDIX B

Accruals and Payments

Incident Accruals are required on any incident utilizing Forest Service paid resources. To assist the ASC incident finance staff in tracking accruals, please submit the summary and detail reports for ALL accruals via e-mail or fax to ASC-IF. Refer to “How to Code ISuite Accruals” and additional information on accruals posted at: http://www.fs.fed.us/fire/ibp/incident_payments/incident_payments.html. Directions for creating the daily export can be found at http://www.fs.fed.us/fire/ibp/incident_payments/Isuite_export_finance.pdf

Payments - EERA's

The **using** agency processes payments for EERA's regardless of who initiated the agreement.

1. **DOI Incidents** – Provide completed Emergency Equipment Use Invoice along with the Agreement, Shift Tickets and Inspections to the incident unit.
2. **FS Incidents** – Mail payment package direct to ASC-Incident Finance along with transmittal document as outlined in ASC Incident Finance Branch Payment Procedures posted at http://www.fs.fed.us/fire/ibp/incident_payments/incident_payments.html. Retain a copy of the transmittal in the incident records.

Payments – Casual Hires (AD's) - The hiring agency processes the individual casual payments, regardless of the incident jurisdiction.

1. **DOI Casual Hires** – Original OF-288's will go back with the AD to their home unit for payment.
2. **FS Casual Hires** – Submit completed OF-288 along with transmittal letter as outlined in the ASC Incident Finance Branch Payment Procedures posted at http://www.fs.fed.us/fire/ibp/incident_payments/incident_payments.html. The IMT should not allow any FS hired casual to retain their original timesheet. Retain a copy of the transmittal in the incident records.

<p style="text-align: center;">APPENDIX C Delegation of AD Hiring Authority</p>

File Code:

Date:

Route To:

Subject: Delegation of AD Hiring Authority

To: Incident Commander

I am delegating the authority to hire casual employees to the Incident Management Team, specifically to the Finance Section Chief, Time Unit Leader and/or Procurement Unit Leader.

All hiring of casual employees will be in accordance with the Interagency Incident Business Management Handbook and its supplements.

Responsibilities of the hiring official are:

- Ensure the proper paperwork is obtained and filled out completely
- Validate that the person is qualified for the position
- Provide the casual employee with all the information related to direct deposit and tax withholdings
- Be knowledgeable of the IIBMH as it relates to the AD Pay Plan and its use

For positions not listed in the Incident Position Matrix of the AD Pay Plan, the hiring official must submit a position description to the State/Regional level for approval to establish an Excepted Position.

The agency contact for questions related to AD hiring is _____

/s/ _____

(Agency Administrator)

APPENDIX D

Forest Service Employees OWCP

FS Human Capital Management-Workers Compensation (HCM-WC) now manages all FS Workers' Compensation Claims. HCM's Workers' Compensation (WC) section is now the point of contact for processing and managing all FS employees' work-related injury/ illness claims. These changes are designed to provide better and more consistent service to injured workers. The Workers Comp section is also solely responsible for maintaining compensation files, working with the Office of Workers' Compensation Programs (OWCP) and counseling employees.

The following is specific to Forest Service employees, regardless of incident jurisdiction:

- Enter the following address as the Agency Address on all OWCP forms:
USDA Forest Service - HCM
Mail Stop 118-WC
3900 Masthead St., NE
Albuquerque, NM 87109
- Complete OWCP forms as outlined in the Interagency Incident Business Management Handbook and fax to the WC Section at 505-563-9981, or mail it overnight via Fed Ex to the address listed above. If forms are faxed, mail the original form to the address below using regular mail. **This needs to be completed within two (2) days of the employee filing the claim.**
- For advice and assistance, employees or Incident Compensation for Injury Specialists may call the Contact Center at 877.372.7248; press 2 for HCM; then press 5 to speak to a Workers' Compensation Agent. For more information, go to the [Workers' Compensation](#) Section on the HCM Intranet.

In the event of an Emergency... Workers' Compensation staff is available 24 hours/7 days a week. Call 505.280.7691 to speak to a specialist.

Incident Unit may identify the role and responsibilities of their local injury coordinator, i.e., For major incidents a separate unit may be established at Expanded Dispatch to handle all matters related to injuries or illnesses of incident personnel. All compensation forms will be forwarded to the designated agency contact and/or location, as soon as possible, for disposition.

APPENDIX E

Managing Fuel Issues on an Incident

Emergency Equipment Rental Agreements (EERA) issued to fuel tenders within the Great Basin Geographic Area require the vendor to accept credit cards for payment of fuel at the work site. This new process has been established to eliminate the labor intensive work associated with the tracking and posting of Emergency Equipment Fuel and Oil Issues (OF-304).

- **How are fuel tender vendors able to accept a credit card at a remote location?**
 - It is up to the vendor to determine what system they will utilize at the incident to accept credit cards. We do not dictate the process they use, just that they accept major credit cards.
- **Is the IMT required to furnish a phone line and power to the fuel tender for the purpose of processing credit card transactions?**
 - No, there is no provision in the EERA that requires the government to furnish power or phone lines.
- **What if the customer's credit card isn't accepted for some reason and they have already filled up with fuel? How do they pay for it then?**
 - As with any commercial business, it is up to the vendor to determine how they handle their accounts payable.
- **What if the vendor utilizes a manual machine at the incident? Who will be held responsible if the credit card doesn't clear once they get back to town to run it electronically?**
 - As with any commercial business, it is up to the vendor to determine how they handle their accounts payable.
- **Will National Contracts be amended to require them to procure fuel with a credit card?**
 - Yes, the National contracts have been modified to include the requirement of procuring fuel with a credit card.
- **How will the IMTs procure fuel for miscellaneous items, such as generators for facilities or ground support?**
 - There are two options:
 1. If a member on the team has a government issued procurement card, they can make the purchase.
 2. Logistics and Finance must agree on the process utilized. The Buying Team or Procurement Unit leader can negotiate an agreement with the vendor to provide fuel for miscellaneous government owned/leased equipment and pay for the purchases on a daily/weekly basis. The preferred method is outlined in sample Government Authorized Fuel document attached.



GOVT.AUTHORIZED. Fuel.Log.excel.xls
FUEL.doc

APPENDIX E

Managing Fuel Issues on an Incident

- **How is a Casual Hire to procure fuel for their vehicle?**
 - If a casual hire is utilizing their POV, they will be reimbursed a mileage rate on their travel voucher, thus requiring them to procure their own fuel, like other government employees.
 - If the casual is utilizing a government leased/rented vehicle that does not have a fuel card they should check with Ground Support regarding the process set up for that incident.
- **How are State Cooperators going to purchase fuel?**
 - Our State partners within the Rocky Mountain and Great Basin geographic areas have agreed to pay for fuel with their agency issued credit cards. If cooperators fuel card is not accepted by the fuel contractor, utilize the process for government procured fuel.
- **If the incident camp is located near a commercial gas station is the IMT required to order a fuel tender under an EERA?**
 - No, if the ICP is located near a town where there is a commercial gas station, this would be a good cost saving measure to not order an on-site fuel tender.
- **Can the fuel vendor charge a higher rate than fuel that provided at local gas stations?**
 - The Rocky Mountain/Great Basin Supplement #2007-1 to Chapter 20 (Page 20 of 61) of the Interagency Incident Business Management Handbook states: "Fuel prices will be established at the current commercial rate."
- **How does the IMT deal with equipment from out of the areas that are not aware they need credit cards to procure fuel at the incident?**
 - According to Clause 3 of the Emergency Equipment Rental Agreement the Contractor should have a means of procuring their own fuel, as it is the Governments option to furnish operating supplies.
 - **CLAUSE 3.** Operating Supplies: As identified in Block 7, operating supplies include fuel, oil, filters, lube/oil changes. Even though Block 7 may specify that all operating supplies are to be furnished by the Contractor (*wet*), the Government may, at its option, elect to furnish such supplies when necessary to keep the equipment operating. The cost of such supplies will be determined by the Government and deducted from payment to the Contractor.

<p style="text-align: center;">APPENDIX F INCIDENT BUSINESS ADVISOR DELEGATION OF AUTHORITY</p>

Date:

Route To:

Subject: Delegation of Authority, Incident Business Advisor

To: Incident Business Advisor, _(Host Agency)_____

This letter authorizes (*name*)_____ to act as an Incident Business Advisor (IBA) for the _____ (*unit name*) and Incident Management Teams assigned to incidents on the _____ (Agency). The IBA works as a liaison and advisor between the _____ (Agency) and the Incident Team(s) for all issues related to incident business management.

Specific responsibilities include:

- Maintaining close communication with the Incident Commander, Finance Section Chief, and other members of the Incident Management Team, Area Command Team, and other administrative sections within the host agency.
- Coordinate with Finance Section Chief for a daily flow of information. This will include a report of current progress of incident business administration operations and copies of the current cost projections and obligations.
- Attends incident planning meetings. Represents the agency and assists the Incident Management Team in strategic planning, transitions or significant changes in status.
- Provides guidance to administrative representative or agency administrator for the need to assign a Liaison to ensure all payment packages are complete prior to transmittal to a Payment Center.
- Represents the agency in cost management activities and works with the team to ensure cost control measures and other fiscal controls are in place. Specifically, the IBA will monitor, track and document their involvement in cost containment items such as WFSAs, Cost Share Agreements, and daily costs/obligations COST reports. Special emphasis will be placed on reviewing large cost centers.
- Will review questionable orders as requested by the Buying team or Expanded Dispatch, and hold until clarification is made with the IMT. Questionable items, which cannot be resolved between the IMT and the IBA, will be discussed with the Agency Administrator for resolution.
- Provides advice to the agency and the Incident Management Team(s) concerning local, regional and national incident business management policies. The IBA will provide communication links, guidance, and advice to facilitate efficiency in business management practices.
- Reviews incident business administration practices to ensure compliance with approved practices, and obtains necessary information or interpretations of laws, regulations, and agreements as needed to efficiently and effectively accomplish administrative practices.

- Specifically monitors business administration activities at Expanded Dispatch, Buying Teams, ICP or any other sites that may support the incident. The IBA has full access to any and all administrative functions of the incident, and is expected to make frequent site visits to all support locations.
- Verify the Incident Management Team has an established process to ensure that property is tracked, recovered, and/or disposed of properly on the incident
- Advises the Incident Commander, Agency Administrator, agency administrative representative and/or interagency coordinating groups such as MAC and Area Command teams of the need for special support units such as Buying Units, Payment Liaison Teams, Claims Teams, or other support as needed.
- Participates in the Incident Management Team initial briefings and exit meeting and provides a critique of team incident business activities to both the Agency Administrator and the team.
- Represents the agency in other related activities as needed and identified by the Agency Administrator or as requested by the Incident Commander or Area Command.
- May serve in the same role as identified above in BAER and post fire activities.
- Provides briefings to the Agency Administrator, MAC, Area Command and agency administrative representative, as needed.
- Other: _____

The Agency Administrator is the primary point of contact, but coordination will be maintained with _____.

(Agency Administrator)

cc: Unit Managers
Incident Management Team

APPENDIX G
Great Basin Incident Business Committee

Agency	Name	Address	Email	Phone Numbers
ST - WY	Lynda Berckefeldt	Wyoming State Forestry 1100 West 22 nd Street Cheyenne, WY 82002	lberck@state.wy.us	(307) 777-7300 v (307) 631-1025 c (307) 777-5986 f
ST - ID	Ken Homik	Idaho Department of Lands 3780 Industrial Avenue Coeur d'Alene, ID 83815	khomik@idl.idaho.gov	(208) 666-8648 v (208) 755-2924 c (208) 769-1524 f
ST - UT	Jane Martinez	Utah Div. Of Forestry & Fire 1594 W. North Temple Suite 3520 Salt Lake City, UT 84114	janemartinez@utah.gov	(801) 538-5427 v (801) 541-6764 c (801) 533-4111 f
ST - NV	Scott Sisco	Nevada Division of Forestry 2478 Fairview Drive Carson City, NV 89701	ssisco@forestry.nv.gov	(775) 684-2522 v (775) 443-7740 c (775) 684-2573 f
BIA	Diane Cartney	BIA - Natural Resources Dept 115 4 th Ave SE, MC301 Aberdeen, SD 57401	Diane.Cartney@bia.gov	(605) 226-7621 v (605) 380-1567 (605) 226-7358 f
NPS	Karrie Davin	NPS, Intermountain Region 12795 West Alameda Lakewood, CO 80228	Karrie_Davin@nps.gov	(303) 969-2358 v (720) 7244-7055 c (303) 969-2037 f
BLM - ID	Carol Salo	BLM, Idaho State Office 1387 S. Vinnel Way Boise, ID 83709	Carol_salo@blm.gov	(208) 373-3852 v (208) 631-1625 c (208) 373-3850 f
BLM - NV	Brenda DeBerg	BLM – Nevada State Office 1340 Financial Blvd Reno, NV 89502	Brenda_deberg@blm.gov	(775) 861-6574 v (775) 722-3055 c (775) 861-6668 f
BLM - WY	Dave Johnson	BLM, Wyoming State Office P.O. Box 1828 Cheyenne, WY 82003	Dave_Johnson@blm.gov	(307) 775-6305 v (307) 286-8689 c (307) 775-6098 f
FS - R4	Lee Ann Evans	USDA Forest Service Intermountain Region 324 25th Street Ogden, UT 84401	tledger@fs.fed.us	(801) 625-5565 v (801) 388-2236 c (801) 625-5594 f
FWS	David Lucas Chair 2011	Fish & Wildlife Service Denver Federal Center PO Box 25486 Denver, CO 80225	David_C_Lucas@fws.gov	(303) 236-4366 v (770) 329-1685 c (303) 236-6958 f

ST-KS	Sandy Chandler	Kansas Forest Service P.O. Box 1828 Cheyenne, WY 82003	schandle@ksu.edu	(785) 532-3313 v (785) 313-3863 c (785) 532-3305 f
BLM-CO	Beverly Derringer Vice-Chair 2011	BLM – Colorado State Office Fire & Aviation 2850 Youngfield Street Lakewood, CO 80215	bderring@blm.gov	(303) 239-3958 v (303) 619-9673 c (303) 239-3811 f
ST-SD	Brenda Even	SD Wildland Fire Suppression 4250 Fire Station Rd – Suite 2 Rapid City, SD 57703	Brenda.even@state.sd.us	(605) 393-8115 v (605) 393-8044 f
BLM – UT	Tori Blunt	BLM – Utah 170 South 500 East Vernal, UT 84078	tori_blunt@blm.gov	(435) 781-4419 v (801) 879-2036 c (435) 781-4410 f
ST-CO	Janell Ray	Colorado State Forest Service Fire Division, Bldg 1049 5060 Campus Delivery Fort Collins, CO 80523-5060	Janell.ray@colostate.edu	(970) 491-1063 v (970) 222-0367 c (970) 491-3445 f
FS-R2	Denise Tomlin	USDA Forest Service Rocky Mountain Region 740 Simms Street Golden, CO 80401		(303) 275-5754 v

<p style="text-align: center;">APPENDIX H Restricted or Specialty Items</p>

List of Restricted Supplies/Items

The following items are either restricted from purchasing, or limited in some manner, during incident operations. Assigned supply unit leaders and/or buying unit teams will refer to this list when purchasing supplies and services for incident operations.

Restricted from purchasing or renting for incident operations:

- a. Alcoholic beverages of any type.
- b. Over-the Counter Vitamins and minerals
- c. Clothing, buttons, stickers, hats, etc., with special or specific printing, coloring, or logos.
- d. Pillows or sleeping bags (other than regular GSA, fire cache type).
- e. Plants or flowers
- e. Orders for specific magazines, newspapers or other literature. Newspapers purchased are limited to the Salt Lake Tribune, Deseret News, and USA Today. The numbers purchased depend on the size of the incident.
- f. Improvements to GSA or WCF vehicles unless needed for suppression activities.
- g. Motels, hotels, or other commercial rooms for overhead and other personnel located in an area where an incident camp exists.
- h. Extravagant or specialty foods. The only supplemental foods that can be purchased are drinks (i.e. water and/or sport drinks, fruit juices), fresh or dried fruits and supplemental snack foods (i.e. peanuts, crackers, candy bars, energy bars, etc.). This also applies to orders placed through the caterer. Following NWCG guidelines on supplemental foods.
- i. Barbers will only be provided for the military and only at their request.
- j. Fees for the use of recreational facilities.
- k. Anything that is not a direct need for suppression of the fire or essential to the incident.

Any questionable items should be directed to the IBA/AR for approval.

Note: Exceptions to this policy shall have prior written approval by the IBA/AR before obtaining those items.

Specialty Items

The purchase of the following equipment or supplies is ***strongly not recommended***. If there is a desperate need for these items, there must be prior approval from the IBA/AR:

- Cameras; digital, video, still and accessories
- Cellular Telephones
- GPS Units and accessories
- Laptop Computers and accessories
- Personal Digital Assistant (electronic organizers)
- Handheld Radios
- Scanners
- Facsimile Machines
- Copy Machines

All procurement rules and regulation apply when purchasing.

Note: All equipment and personal property purchased on an incident will be transferred to the fire cache and will not be retained on or by the Unit.

If procuring computers, copy machines, etc., a technical approval must be obtained.

Recreation or Entertainment

Teams are restricted from purchasing or renting for incident operations, any forms of recreation/entertainment, including but not limited to:

- Big Screen Television, movies
- Volleyballs and nets
- Dart Bars
- Footballs
- Frisbees
- Basketballs

APPENDIX I

Incident Replacement & Replenishment Policy

The following will be responsible for handling and approving incident replacement and replenishment requisitions:

- Cache Items:
 - Type 1 & 2: Supply Unit Leader, Logistics Section Chief, Support Branch Director, Incident Commander or Agency Administrator or Representative.
 - Type 3 & 4: FMO, Assistant FMO, FOS, Agency Administrator
- Non-Cache Items – Agency Administrator or delegated representative

INSTRUCTIONS FOR INCIDENT REPLACEMENT

Replacement orders must be processed within 30 days of control of incident. Orders may be placed for only those items that have been consumed, lost or damaged on that fire. Replacement orders must be of the same type and quantity of those items that were consumed, lost or damaged.

Items can only be replaced by the fire through the incident replacement requisition if; 1) they are government owned, 2) lost, damage, used, or stolen on the incident. Only replace the quantity of items that were actually used, damaged or lost on the incident. Items needing replaced due to normal wear and tear can not be charged to the incident.

The incident or host agency may require that damaged property be turned in along with written documentation of the cause of damage, plus photos, written statements, etc. before replacement is authorized.

REPLACEMENT PROCESS FOR NON-CACHE ITEMS

All non-standard cache items must be approved by the Agency Administrator or delegated official.

Non-Standard Cache items are defined as any item ordered from non-cache sources to meet special needs, individualism of specifications, or specialty items. This includes all items that are not considered a consumable good.

IMTs cannot authorize replacement of non-expendable or non-standard cache items. The IMT provides documentation to the incident agency for review and determination. The incident agency may authorize, through written documentation to the home unit, replacement of government property items that have been destroyed, or rendered otherwise unserviceable while being used on the incident. However, non-standard cache items should be replaced by the home unit. The incident agency may require that damaged property be turned in before replacement is authorized.

REPLACEMENT PROCESS FOR CACHE ITEMS

☐ TYPE 1 TO TYPE II INCIDENTS

The Incident Supply Unit Leader (SPUL) will be responsible for handling incident replacement requisitions when a Type I or Type II incident management team is assigned. The SPUL approves replacement request based on Engine Accountability sheets or other fire equipment inventory documents approved by the requesting resource's home unit.

- If equipment and supplies are available at the incident for replacement, the request is filled at the incident supply unit.
- If equipment and supplies are unavailable at the incident for replacement, AND the requesting resource is not being immediately demobilized, the Supply Unit will place a

resource order for needed items through appropriate channels to the servicing fire cache. The order will be shipped to the incident and replacement will take place at the supply unit.

- If equipment and supplies are unavailable at the incident for replacement, AND the requesting resource is being demobilized, an Incident Replacement Requisition, OF-315 will be completed by the Supply Unit and forwarded to the geographic area cache.
- Authorized approvals and signatures MUST be included on the requisition. For Type I and II incidents, these approvals are limited to: Incident Supply Unit Leader, Logistics Section Chief, Support Branch Director, Incident Commander or Agency Administrator or Representative.

❑ **TYPE III or IV INCIDENTS**

The hosting unit agency administrator or representative will be responsible for handling incident replacement requisition on Type III and IV incidents. The agency representative approves replacement request based on Engine Accountability sheets or other fire equipment inventory documents approved by the requesting resource's home unit.

- If equipment and supplies are available at the incident for replacement, the request is filled at the incident host unit.
- If equipment and supplies are unavailable at the incident for replacement, AND the requesting resource is not being immediately demobilized, the hosting unit will place a resource order for needed items through appropriate channels to the servicing fire cache. The order will be shipped to the incident and replacement will take place at the host unit.
- If equipment and supplies are unavailable at the incident for replacement, AND requesting resource is being demobilized and Incident Replacement Requisition will be completed by the host unit and forwarded to the geographic area cache.
- Type III or IV incident approvals are limited to the Incident Agency's Agency Administrator or Representative (FMO, AFMO, FOS).

The individual responsible for or assigned accountable government property is responsible to document loss or damage on the OF-289, Property Lost or Damage Report, Fire Suppression. All reports of loss or damage must be submitted to the incident agency.

CHAINSAW PARTS

Chainsaw part orders should be filled before you leave the incident. Only reasonable (very low) quantities of replacement parts will be issued for off site purchasing. An "S" number is required for any purchase.

DOCUMENTATION

Non-standard cache items that have been approved must have the resource order, OF-289 and receipt attached to credit card statement for documentation.

All documentation (i.e. OF-289) will be forwarded to RIFC.